



State of Tennessee Department of Children's Services

**Administrative Policies and Procedures: 13.24**

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**Subject: Exclusion of Weapons**

**Supersedes:** DCS 13.24, 02/01/01

**Local Policy:** No

**Local Procedures:** No

**Training Required:** No

**Applicable Practice Model Standard(s):** No

**Approved by:**

A handwritten signature in cursive script, appearing to read "Linda P. Miller".

**Effective date:** 02/01/01

**Revised date:** 03/01/05

**Application**

To All Department of Children's Services Employees

**Authority:** TCA 37-5-105, 37-5-106

**Policy**

DCS employees shall not carry weapons in the performance of their duties. Weapons shall not be carried or maintained in any Department of Children's Services offices or facilities occupied by DCS employees.

**Procedures**

**A. Responsibilities of employees in emergency situations**

Employees shall evaluate all situations while in the performance of their duties. When an emergency situation arises that presents a potential for violence, the employee shall immediately contact local law enforcement authorities for assistance.

**B. Posted notice**

Each regional administrator shall ensure that written notice of the exclusion of weapons is conspicuously posted at the entrance and other prominent locations of each DCS office.

**Forms**

None

**Collateral Documents**

*None*

**Standards**

None

**Glossary**

<i><b>Term</b></i>	<i><b>Definition</b></i>
<b><i>Weapon:</i></b>	Any tool used to kill, maim, destroy or perhaps simply disable, a person or animal. An instrument of offensive or defensive combat.